



## **COURT ADMINISTRATOR 61ST DISTRICT COURT GRAND RAPIDS, MICHIGAN**

**Date Posted: January 4, 2008**

**Closing Date: Open Until Filled**

Applications will continue to be reviewed until the position is filled.

**The Position:** The Court Administrator is an executive level position appointed by and serving at the pleasure of the six district court judges. This position, in conjunction with the Chief Judge, has overall management authority and responsibility for the non-judicial components of the Court. The Court Administrator provides strategic direction, program and budget setting, and overall supervision for all court departments and activities. Representative duties include:

- Oversees and manages all court personnel through subordinate management staff, including recruitment, training, supervision, discipline, and termination.
- Responsible for fiscal management, including budget preparation/administration, purchasing, payroll and financial control functions.
- Formulates policies regarding modification and adoption of rules and policies established by the Michigan Supreme Court, City of Grand Rapids, or the judges and implements them when approved.
- Analyzes proposed legislation and administrative regulations for their impact on the court
- Responsible for case flow, office automation, jury, information, and records management.
- Identifies problems; recommends procedural and administrative changes.
- Serves as liaison with city and county government, law enforcement, legal representatives, and other community organizations.
- Facility management

**The Ideal Candidate:** The ideal candidate will be highly qualified to direct the administration of the non-judicial activities of the court. He or she will be knowledgeable and experienced in court operations. This person is expected to provide executive leadership, policy development, and administrative and staff support to the District Court and its judges. A broad knowledge of executive management, strategic planning, public finance, trial court funding, budgeting, personnel management, and project management is a necessity. The ideal candidate will be able to communicate effectively with judges, staff, and community representatives. They must display strong leadership skills and the ability to represent the court's interests in a positive manner. This position requires a self-motivated individual who is a creative problem-solver with highly developed management and administrative skills.

**Qualifying Experience and Education:** The position requires the following knowledge and abilities:

- Legal requirements, court policies, and procedures
- Administrative and management theories, practices, and models
- Strategic planning principles and methodologies

- Ability to plan, direct, control and evaluate the work of employees, including knowledge of all aspects of personnel management, including in a union environment.
- Principles and procedures of financial and budget management and reporting
- Effective communication and working relationships
- Ability to determine, coordinate, and delegate activities necessary to achieve the court's objectives.
- Plan and administer court operations
- Ability to set short and long range objectives and goals and the ability to implement programming or procedures to support the court's mission.
- Effective research, analysis, and presentation skills.
- Effective oral and written communication skills
- Understanding of the separation of judicial, executive, and legislative branches of government.
- Knowledge and experience in grant funding administration

Education and experience required is:

- Graduation from a college or university with a master's degree in judicial studies, criminal justice, public or business administration or closely related field and;
- Five years of experience in the management of a public agency with at least three years in court management; or any equivalent combination of training and experience

**Compensation and Fringe Benefits:** The 61<sup>st</sup> District Court provides a compensation package including a competitive salary commensurate with experience. Other current benefits include:

- Retirement through the City of Grand Rapids Pension System
- Holidays: 12 days per year
- Vacation: Accrues to a maximum yearly allowance of 26 work days per year
- Sick leave
- Medical, dental, prescription drug, and vision insurance
- Life Insurance: \$60,000.00 per year during employment
- Deferred Compensation: Available through I.C.M.A.

**The Court:** The 61st District Court handles matters that occur within the city limits of Grand Rapids. It is a court of limited jurisdiction, handling civil, criminal, and traffic cases. The court has jurisdiction over civil cases up to \$25,000, small claims and landlord-tenant issues, misdemeanor criminal cases, and felony cases until preliminary examination. The only Drug/Sobriety Court in the local area is administered through the 61st District Court. There are six judges, a law trained magistrate, and support staff of approximately 100 people. The fiscal year 2007-2008 budget is approximately \$13 million.

**About Grand Rapids:** The 61st District Court is located in Grand Rapids, Michigan. Grand Rapids is located in southwest Michigan, midway between Detroit and Chicago, and less than thirty minutes from the shores of Lake Michigan. Grand Rapids is the second largest city in Michigan. Grand Rapids offers a wide range of cultural and entertainment activities including the Grand Rapids Symphony, Opera Grand Rapids, Grand Rapids Civic Theatre, Gerald R. Ford Museum, Grand Rapids Art Museum, DeVos Convention Center, VanAndel Arena, and the John Ball Park Zoo, to name just a few. It is also home to several educational institutions, among them, Grand Valley State University, Calvin College, Kuyper college, Cornerstone University, Grand Rapids Community College, Cooley Law School, Michigan State University Medical School, and

Aquinas College. Grand Rapids is a center for medical services in western Michigan, including Spectrum Health, DeVos Children's Hospital, VanAndel Institute, and Mary Free Bed Hospital and Rehabilitation Services.

**Application Process:** Any interested applicant must forward the documents listed by mail to the Administration Office, 61<sup>st</sup> District Court, Suite 3200A Kent County Courthouse, 180 Ottawa NW, Grand Rapids, MI 49503 or e-mail to [Court.Jobs@grcourt.org](mailto:Court.Jobs@grcourt.org) by February 8, 2008 to be included in the initial review process. 1) Letter of Interest including salary requirements 2) Court Application and 3) Resume or C.V. Application material may be obtained by telephoning (616) 632-5589, by e-mailing [Court.Jobs@grcourt.org](mailto:Court.Jobs@grcourt.org), or by accessing the court's website at [www.grcourt.org](http://www.grcourt.org).

Serious consideration for the position will subject the applicant to a background investigation. You may be asked to provide additional information or answer questions, orally or in writing prior to an interview. False statements or omission of information regarding employment or educational background may result in disqualification from further consideration or discharge from employment.

If you believe you possess a disability that requires an accommodation during the selection process, please contact the court at (616) 632-5589

The 61<sup>st</sup> District Court is an Equal Opportunity Employer